

Resume Checklist

Use this checklist as a guide to create your resume.

VISUAL APPEAL

- Fills one page without overcrowding.
- Page margins are balanced and appropriate.
- Font style is consistent and professional.
- Font size is readable.
- When printed, uses quality paper/printing.
- When emailed, includes author's last name in document's title.
- Consistent use of special characters and styles (ex. periods, bold lettering, all CAPS, italics, indentions, etc.)

ORGANIZATION

- Uses reverse chronological order when listing items.
- Uses headings that showcase the writer's strengths while matching the job requirements.
- Most important items are listed on the top half of the resume.
- Highlights key ideas with bolding and bullets.

HEADING

- Header contains name, street address, city, state, zip, phone number, and a professional email address.
- There is no hyperlink in the email.
- Name stands out.
- May include a line or other minor graphic to set heading apart from the rest of the resume.

OBJECTIVE/ SUMMARY

- The objective or summary describes a specific short-term career goal.
- May also contain additional information about the author's skills.

EDUCATION

- Includes only post-secondary education.
- Official degree name is listed.
- Option and/or minor is included when applicable.
- Name of the institution and location (City, State) is included.
- Date degree is received or anticipated is included.
- GPA listed is 3.0 or above
- May include study abroad, academic honors, or other related information.

SKILL DESCRIPTION

- Resume includes a minimum of two experiences with three bulleted skill descriptions each.
- Skill descriptions begin with action verbs and clearly define skill development.
- Experience listing(s) contain contextual information consisting of:
 - (1) position/title, (2) organization,
 - (3) location (city, state), and (4) dates.
- Appropriate verb tense is used.

GRAMMAR & SPELLING

- Personal pronouns are not used.
- There are NO spelling errors.
- Abbreviations are not used unless necessary.
- Correct grammar is used.

